



Indiana Department of Homeland Security

District Programs Information Bulletin

Date: January 19, 2010

Bulletin No: 10-002

TO: All District Administrative Coordinators
All District Coordinators
All District Fiscal Agents
All District Planning Council Members
All District Planning Oversight Committee Members
All District Response Task Force Commanders
All Emergency Management Directors

From: Randal A. Collins
District Services Branch Director, Field Division
Indiana Department of Homeland Security

Subject: All-Hazard Incident Management Team Course for Districts 4, 5, 7

Purpose

The purpose of this Information Bulletin is to communicate information pertaining to the All Hazard Incident Management Team Course for districts 4, 5, and 7. This course is a minimum training standard for those serving on the District Response Task Force All Hazard Incident Management Team.

General

The course will be held on March 01 through 05, 2010 at the Brownsburg Fire Training Center, 470 E. Northfield Dr, Brownsburg, IN 46112. The class runs from 8:00 am to 7:00 pm daily. Each district needs to provide eight students to the course (one student per command and general staff position per district).

Logistics

Students eligible for lodging during the course are those who will be traveling more than fifty (50) miles to the training venue. Students traveling more than seventy-five (75) miles are eligible for lodging the night before the first day of the course. If you are unable to attend the course or if you are called away on business and will not return, it is your responsibility to cancel your hotel reservation. If you fail to cancel your reservation you will be billed for the room. IDHS will not provide overtime / backfill or mileage costs. Districts that desire such reimbursements need to gain the approval of their District Planning Council and request such funding from district direct allotment funds.

Lodging reservations may be made by calling the Hampton Inn – Brownsburg at (317) 852-5800 or booked online at:

http://hamptoninn.hilton.com/en/hp/groups/personalized/INDWBHX-AHI-20100228/index.ihtml?WT.mc_id=POG. Students need to request the IDHS/AHIMT rate. It will be a direct bill to the State. Students will need to provide a credit card for incidentals. Please make reservations by February 15.

A working lunch will be provided on March 4th and 5th.

Students

District All Hazard Incident Management Teams should attempt to send their primary command and general staff personnel to this course. Districts need to send a roster to Randy Collins, IDHS Field Services Division, District Services Branch Director, at Rcollins@dhs.in.gov of who will be attending the course with the following format:

DISTRICT #	NAME	AGENCY	LODGING (Y/N)
	Incident Commander		
	Safety Officer		
	Public Information Officer		
	Liaison Officer		
	Operations Section Chief		
	Planning Section Chief		
	Logistics Section Chief		
	Finance / Administration Section Chief		

Visitors

DPOC members, DPC members, District Task Force and element leaders and jurisdictional elected and appointed officials are invited to visit this training course by appointment. Visits are encouraged for these members to better understand the role of the AHIMT and the District Response Task Force. The scenarios performed on March 4th and 5th provide a unique observation environment for these targeted visitors.

Questions

Any questions pertaining to this course may be directed to Randy Collins at the above email address or by calling him at (317) 238-1762.